

Intern – Marketing & Administration City of Westfield Parks & Recreation

FLSA Status: *Non-Exempt*

General Definition of Work

Assists Park Administration team perform intermediate skilled administrative support work, preparing and maintaining department information and marketing materials, providing administrative support, and related work as apparent or assigned. Intern will work closely with the Director's Administrative Assistant. Work is performed under the supervision of the Parks Director. Coordination with volunteer groups is expected. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with 1 hour for lunch. Hours are subject to change due to work demands or as needed.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintains and updates parks department webpage on the City of Westfield's website
Creates and updates promotional materials for parks department including but not limited to: Bicycle Routes Map, Volunteer Recognition Program, and Park Dedication Program
Provides administrative support for the department
Researches and responds to requests for information on park site inquiries
Analyzes and prepares written and computer data
Assists with park events
Assists with Westfield in Bloom and other park department volunteer groups
Presents ideas effectively, both orally and in writing
Attends necessary training as defined by Parks and Recreation Director
Maintains records and logs and submits to Park Administration
Other duties as assigned

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; utilizing applicable software; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public. Experience with Adobe InDesign, Photoshop, and Illustrator is highly preferred.

Education and Experience

High School graduate working towards 4 year degree

Physical Requirements

Position requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently

requires walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and exposure to vibration and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and will be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. field work, business office, light traffic).

Special Requirements

Valid Indiana Driver's license